

Human Resources  
University at Buffalo

## Graduate Student Employee Semiannual Attendance and Leave Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Employment Date: \_\_\_\_\_

Line #: \_\_\_\_\_

Person #: \_\_\_\_\_

Year _____		<b>Leave for Personal illness/illness Death in Immediate Family</b>		
Please Circle Months		Earned	Used	Balance
Balance Brought Forward				
<b>January</b>	<b>July</b>			
<b>February</b>	<b>August</b>			
<b>March</b>	<b>September</b>			
<b>April</b>	<b>October</b>			
<b>May</b>	<b>November</b>			
<b>June</b>	<b>December</b>			

Charge absence(s) as Follows:  
  
Report 1 day for each work day of absence  
Report in 1/4 day increments for partial day  
absences.

REMARKS: \_\_\_\_\_

**Check if Applicable:**

Jury Duty Dates: \_\_\_\_\_

(A copy of subpoena for jury duty must be attached to this form. No accrual charges to be taken for jury duty.)

**Certified Correct:**

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor/Department Head/Chair Signature*

\_\_\_\_\_  
*Date*

**Notes:**

1. Maximum of 5 days leave for personal illness per academic year
2. Sick leave accruals are not accumulative from one academic year to the next.
3. Leave for personal illness/illness or death in immediate family is earned in a lump sum of 5 days after the completion of one semester of State service, or its equivalent.
4. The above data must be supported by monthly attendance reports. These records are required to be kept by the department for at least six years subsequent to the day of certification.

Human Resources  
years subsequent to the day of certification.

**TIME AND ATTENDANCE**  
**Six-month Summary Reporting Schedule**

**Six-month Period**

July - Dec	Jan - June	
January 5	July 5	Six-month summaries due in Department.
January 17	July 17	Six-month summaries due in Human Resources (120 Crofts Hall, North Campus)
February 1	August 1	Delinquent Reports (i.e., missing summaries) sent to Time and Attendance Record Keepers by Human Resources.
February 15	August 15	Delinquent Reports Sent to Deans, Directors, and Department Heads by Human Resources.
March 2	August 29	Delinquent Reports Sent to VP's and Provost by Human Resources.

*If due date falls on a weekend or holiday, reports are due the next business day.*